



State of Rhode Island  
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4/8/14

## **ADDENDUM #2**

### **RFQ 7548563 MULTI MEDIA SUPPORT FOR URI'S 2014 COMMENCEMENT EXERCISES**

**CLOSING DATE: 4/22/14 AT 11:00 AM**

**ATTACHED PLEASE FIND A LIST OF QUESTIONS AND ANSWERS FROM THE MANDATORY PRE-BID CONFERENCE WHICH TOOK PLACE 3/26/14.**

**PLEASE NOTE:**

**THE LAST PARAGRAPH OF THE ATTACHED, CALLS FOR ADDITIONAL AREAS TO NOW BE INCLUDED IN THE BASE BID. THESE ARE NOT ALTERNATES.**

**ALSO, SIGN IN SHEET FOR THE MANDATORY PRE-BID CONFERENCE IS ATTACHED.**

**CHARLOTTE MELILLO  
CHIEF IMPLEMENTATION AIDE**

## **2014 Pre-Bid Questions/ Clarifications**

### **Please clarify the time and location for the College of Nursing:**

The College of Nursing mini-ceremony will take place in the RYAN CENTER at 9:00 AM. The vendor will not be responsible for this mini-ceremony unless we go the rain plan.

The RAIN PLAN location for the College of Nursing will take place in Edwards Hall Auditorium at 9:00 AM. The College of Nursing will utilize the same equipment as the College of Pharmacy. However, due to the potential for the College of Nursing to exceed the capacity of Edwards Auditorium, a video live feed to Swan Hall from Edwards Auditorium (located 2 buildings away on Upper College Road) will be required. The Vendor will need to provide this live feed from approximately 9 AM – 11:00 AM. In addition to the equipment already outlined, the vendor will need to provide a laptop to receive the streamed video signal.

### **Clarify the time and location for the College of Pharmacy**

The College of Pharmacy mini-ceremony will be located in Edwards Auditorium immediately following the main commencement ceremony, at ~2:30 PM,

### **Is security provided overnight for equipment that will be set-up, mainly on quad(s), the day before commencement? Also who will take responsibility?**

If equipment is locked overnight in URI buildings for security purposes, what time can personnel unlock to gain access?

The Contractor assumes all responsibility for any and all equipment. The Contractor understands they are leaving their equipment in these spaces "at their own risk".

- Saturday, May 18, 2013 – The awarded Contractor may make arrangements to load-in and set-up of all indoor mini-ceremony locations, Rams Den, Recital Hall, and Carlotti "play-by-play" area. University will arrange for these spaces to be locked.
- If the awarded Contractor, chooses to complete set ups in the spaces listed above on Saturday, testing of these locations with the Director of Public Programming and Special Events, Diana Blanda must conclude on Saturday, May 18 no later than 5:00 PM and Rams Den no later than 9:00 PM.
- We do have all night security patrolling the on the quad on Saturday night.

**Do you still need to receive and amplify the signal from WRIU?** Due to the fact that all the ceremonies are being moved indoors and the main ceremony will be sent to remote locates via live feed, this is no longer required.

### **How does the vendor arrange to get staff passes that will provide freedom of movement throughout buildings and the grounds?**

With the increased emphasis on security and public safety, all working crew members

are required to have clearly visible staff identification. The Vendor will be asked to provide the names of all those who will be working the event for the duration of commencement weekend. The Vendor will be sent via email an Excel Spreadsheet to complete and return. Cheryl Trudel (PPSE) will be the point of contact. Cheryl Trudel will construct the nametags. The nametags will be delivered to an easily accessible central location which will be identified in advance of commencement week.

**Can the projector which is already installed in Sawn Hall be utilized by the Vendor?**

The Contractor is required to bring in, set-up and operate their own equipment. However, the vendor may utilize the existing screen. This location will be utilized as a live feed location from Edwards to Swan Hall for the College of Nursing in the event the rain plan is implemented. It will be used from 12:30 - ~2:30 PM for live feed of the main commencement, rain or shine.  
In this location, a dress kit is not required.

**Do you need screen dress kit in all locations where the contractor is providing the screen?**

Yes. These locations are: Keaney Gymnasium and Mackal Field House.

**Can a brighter projector than currently specified for Keaney Gymnasium?**

As recommended, the specifications for the projector brightness should be 10K lumens.

**Correction to specifications for Mackal Field House?**

As recommended, Mackal Field House will require 2 screens for viewing of the main commencement live feed as well as the requested masking kit (pipe and drape) to create a finished appearance.

**Clarification for Page 7 Video Streaming and Production**

Using the existing campus data network, a contractor will set-up and operate the equipment needed to provide streaming video using a signal which will be encoded from the main site (wireless streaming transmission technology not acceptable)". This contractor will also provide a means to receive the stream, as well as the necessary projection equipment, VGA distribution, or monitor needed at each of the viewing sites.

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**Question:** I understand we can interface with the URI network for the remote viewing areas and we are also producing the video up stream from the main commencement but are we required to providing the web streaming service or is that URI web services?

**Question:** So to clarify my question; are we providing the audio video feed to the URI web services for them to stream it out to viewers off site?

**Question:** Who's responsibility to provide the Live Stream Service? URI or the vendor?

**RESPONSE:**

URI will provide the vendor access to the URI Livestream account for streaming. Beyond giving access to the account the vendor will be responsible for connecting to the Livestream service with their produced video and audio program.

**In the event of the Rain Plan, who produces the video for the Live Stream**

The contractor's video production team will set-up gear as needed and provide the personnel needed to produce the live video needed for the stream around campus.

**ADDENDUM: Additional viewing locations:**

Due to the increased number of anticipated audience, the University will need to add as viewing locations to the bid specifications two additional locations: The Memorial Union Ballroom and Atrium 1 & 2. Both require video projection and temporary sound systems. The Memorial Union Ballroom has a fixed screen and hold approximately 300 attendees. The Atriums 1 & 2 each hold approximately 85 people. All locations will need a laptop to receive the streamed video signal, a video projector, and a temporary sound system. Each of these three spaces already have projection screens already in place which the contractor can use.

# Commencement Pre-Bid 3/26/14 Sign-in Sheet

SOCK BUTON - NEW ENGLAND AUDIO VISUAL

RICK WOLFE - NEW ENGLAND AUDIO VISUAL

DAVID L. MEROLLA PMA INDUSTRIES INC.

Peter M. Archambault PMA Industries Inc.

Bill MURPHY Archambault

Miranda Richardson - Filament Productions